

SOUTHERN UTAH TYPE 3 INCIDENT MANAGEMENT TEAMS



PROGRAM GUIDANCE 2021

I. MISSION STATEMENT:

To provide participating agencies with a Type 3 Organization to safely manage incidents until objectives are met or until further direction is given by the Jurisdictional Line Officer. This SOP applies to the Southern Utah **organized teams**.

II. LEADERS INTENT:

It is imperative that Incident Commanders (IC) exhibit a professional command presence and provide clear leader's intent to all fire personnel, other internal partners, external partners, the public, and Agency Administrators on your incidents.

Ensure duties and assignments given are understood, roles and responsibilities are defined, and employees are acting within the scope of their duty in a responsible manner.

Brief the AA or AA representative on a daily basis and immediately notify them of any serious accidents or injuries in addition to reporting to the hosting dispatch center. ICs are expected to fully participate in any reviews and investigations.

It is our goal in Southern Utah to maintain flexibility and staff according to the need of the incidents.

There will be zero tolerance of any acts of discrimination, drugs or alcohol, sexual harassment or intimidation.

III. PURPOSE:

The Southern Utah Interagency Type 3 Incident Management Teams are pre-arranged wildfire management groups cooperatively sponsored by the Fishlake and Dixie National Forests, Color Country District BLM, West Desert District BLM, Arizona Strip District BLM, National Park Service-Utah Parks Group, Southern Paiute Agency of the Bureau of Indian Affairs, and State of Utah, Division of Forestry, Fire and State Lands, South Central and Southwest Areas.

The primary purpose of the IMT is to respond to incidents within the Central and Southern Utah Fire Zones, with quick response and transition times to meet the needs of the local unit.

Particular emphasis is given to providing agency and cooperator employees with trainee opportunities for all positions within the IMT.

IV. GENERAL GUIDELINES:

Not all incidents that require the leadership of a Type 3 IC will justify the mobilization of a standing Type 3 Team. When this occurs, the Duty Officer has the discretion to fill needed positions as per the NWCG Red Book standards.

Wildland Fire Complexity will be determined using the Organizational Needs Assessment, the Incident Complexity Analysis, or other method as determined by Agency Policy. *Refer to Redbook Appendix E.*

The decision to mobilize a team lies with the Jurisdictional Agency Administrator. If the decision is made to **not** activate the standing team, a courtesy call will be made from the Jurisdictional FMO or DO to the standing IC.

If the team is mobilized, all team members and trainees will be ordered and will be given a time and place to report for an in briefing.

V. TEAM OVERSIGHT AND MANAGEMENT:

The Southern Utah Interagency Type 3 Incident Management Teams are organized under the direction of the Central and Southern Utah Fire Management Officers Groups.

When not activated, oversight will be provided by a representative from each respective FMO Group.

When activated the Team reports to the Jurisdictional Line Officer(s) under delegation of authority.

The Agency Administrator is expected to provide an in brief to the team. This in brief may be informal and it is expected that the team will assume operational control as conditions dictate.

At the end of the Team's assignment, a close-out will be held with the Jurisdictional Agency Administrator or representative.

VI. TEAM MEMBER COMPOSITION AND QUALIFICATIONS:

At a minimum the Southern Utah IMTs will be comprised of teams consisting of the following 8 core positions as identified in the REDBOOK:

<u>POSITION</u>	<u>QUALIFICATION REQUIREMENTS</u>
Incident Commander:	ICT3
Safety:	SOFR
Operations:	OPS3 (<i>Trainee can be DIVS T or ICT3 T</i>)
Division (2 ea):	SRB* (<i>Recommend TFLD</i>)
Information	Locally determined by knowledge and/or experience of the job. (<i>Recommend PIOF</i>)
Logistics	LSC3
Plans	PSC3
Finance	FSC3

*Single Resource Boss – Operational qualification must be commensurate with resources assigned (i.e., more than one resource assigned requires a higher level of qualification).

Teams may include the following additional positions on their rosters:

<u>POSITION</u>	<u>QUALIFICATION REQUIREMENTS</u>
Fireline EMT	Fireline EMT, Basic, Advanced or Paramedic
Medical Unit Leader	MEDL
GIS Specialist	Locally determined by knowledge and/or experience of the job. (<i>Recommend GISS</i>)
Aviation Liaison	Locally determined by knowledge and/or experience of the job. (<i>Recommend AOBD or ASGS</i>)

VII. TEAM MEMBER RECRUITMENT, NOMINATION, AND SELECTION PROCESS:

Each dispatch zone will recruit for applicants using a joint recruitment announcement and standard nomination form. Appendix A.

The ICs will be committed for 2 seasons and the primary team members are committed for 1 season to the Type 3 teams.

The FMO Group Reps will solicit for team participation via the recruitment letter and nomination form by January 20.

Selection of Incident commanders

- Nominations for IC are due to the FMO Group Rep or designee by February 1.
- The FMO Groups will select the ICs each year by February 15.

The FMO Groups will prioritize the IC trainees. Whenever possible the IC trainees will be mobilized in priority order until their task book is complete.

Selection of Team Members

- Nominations for team positions are due to the FMO Group Reps or designee by March 1.
- ICs will select team members by March 15.

Individuals can apply as primary, alternate or trainee. All primary team members will be selected for a specific team. Individuals may apply for any position they are qualified (or a trainee) for, that they would be willing to take an assignment as.

Team members will be selected from the Southern Utah Interagency Fire Zones when possible. Priority will be given to regular Agency or cooperator employees within the CCIFC and RIFC dispatch boundaries.

The number of teams will be determined by the number of applicants. Applicants will apply for teams within their dispatch zone. (If needed, some applicants may be asked to be on a team from the other dispatch zone to be able to roster additional teams.) Teams can respond within the CCIFC and RIFC dispatch boundaries.

Each area will maintain a list of all applicants in a standard format. This list will be provided to team participants for the purpose of finding replacements if needed. Appendix B.

VIII. TEAM ROTATION

On call periods will begin mid-May and continue through September. Each team will be on call for a two-week period in a combined rotation, responding to the need for a Type 3 Team in either dispatch zone. Availability period runs from Friday at 0001 hrs. to 2400 hrs. on Thursday of the second week.

Team members will make every effort to be available for the period the team is on-call.

Teams will not be expected to be available to early up if the on call team gets mobilized. However, teams may be asked if they have the ability to early up.

A list of the on call periods and master rosters will be provided to the CCIFC and RIFC Center managers by May 15.

IX. ROSTERS AND MOBILIZATION:

The ICs will roster their team with the dispatch center that they reside in. Current rosters should be provided to the dispatch center a minimum of 2 days prior to the on call period.

When an area needs to order a Type 3 Team, the order will be placed with the dispatch center that hosts the fire. That dispatch center will then order the team that is on-call.

Upon receiving an order to mobilize the team, RIFC or CCIFC will notify the Team IC. The IC will notify Team Members, giving the mobilization points and time frames.

The Incident Management Team will take command as negotiated between the jurisdictional Agency Administrator and the IC. Preferably at the start of a new operational period whenever possible, as per Redbook Chapter 11.

When the team is mobilized, all requested staff from the identified team roster will be dispatched by the corresponding dispatch center to ensure that resources are organized and dispatched correctly and efficiently. Each individual team member will receive a resource order.

X. AVAILABILITY, COMMITMENT, AND SUBSTITUTION:

The on call Incident Commander may be substituted. If an IC is unavailable during their on call period, it is their responsibility to find a replacement and coordinate with the FMO Group Representative.

On call team members will make every effort to be available and in contact with their mobilizing office. If their availability changes, they will immediately notify their Incident Commander and find a qualified replacement before the team is mobilized. The IC must approve any replacement or reassignment of primary team members.

All individuals who are assigned to a Type 3 incident must commit for the duration of the incident or until a replacement is found. A briefing must be given to any replacement prior to leaving the incident.

XI. TRAINEES:

An attempt will be made to provide training assignments on the team. Trainee applicants will apply and be selected by the ICs. Trainees will be committed for the 2 week on-call period that they are selected for.

If the local jurisdictional agency has additional trainees that they would like to attach to the team this can be negotiated with the IC.

All trainees will be with a qualified trainer.

For any position in which we are not able to attach a local trainee, it will be up to the IC and Agency Administrator on whether a trainee from outside of our dispatch areas should be ordered.

XII. INCIDENT CLOSE OUT AND EVALUATION:

CLOSEOUT

The incident closeout is a brief facilitated presentation on how the IMT met the Agency Administrator's incident objectives.

INCIDENT MANGEMENT TEAM EVALUATION

The Agency Administrator, IC and the Jurisdictional FMO will meet to complete an Incident Management Team Performance Evaluation (Redbook Appendix I). Available online at <https://www.nifc.gov/PUBLICATIONS/redbook/2021/AppendixI.pdf>

APPENDICES:

- A. IMT3 Recruitment Letter Template and Nomination Forms**
- B. IMT3 Roster and Applicant Information Template**

Appendix A:
IMT3 Recruitment Letter Template and Nomination Form

SOUTHERN UTAH INTERAGENCY TYPE 3 TEAMS

Insert date

TO: Prospective Type 3 Incident Management Team Members

FROM: Color Country & Central Utah Fire Management Officers

SUBJECT: 2021 Southern Utah Type 3 Incident Command Teams Outreach

The Central Utah and Color Country Fire Management Areas are seeking nominations for Type 3 Incident Management Team members. The Central Utah and Color Country Fire Managers have agreed to combine efforts to rotate the Type 3 Incident Management Teams for the 2020 fire season.

Individuals will apply for teams within their respective dispatch zones. Teams will be “on-call” for a two week period. During this “on-call” period, team members should be ready for mobilization anywhere within the Color Country or Central Utah areas for up to 14 days from date of first full shift. Rotation schedule will begin May 14, 2021.

Selected team members must be committed to their Type 3 team first. When they are “off rotation”, team members may accept other assignments but are required to find a replacement for their Type 3 position through dispatch prior to accepting the assignment. If a team member is unable to find a replacement, it is the team member’s responsibility to notify the team IC immediately. If no replacement is found, they must turn down the off unit assignment. The IC may elect to approve the assignment with no replacement and order at mobilization if needed. Individuals who are selected as primary members of Type 1 or 2 teams may apply for the Southern Utah Type 3 teams, however they will not be considered as a primary Type 3 team member until all other applicants are exhausted.

WHO MAY APPLY

Team members will be selected from the Southern Utah Interagency Fire Zones when possible. Priority will be given to regular Agency and cooperator employees within the CCIFC and RIFC dispatch boundaries.

QUALIFICATIONS

All applicants **MUST** meet the qualifications for Type 3 incident management team positions as outlined in Chapter 11 of the Standards for Fire and Fire Aviation Operations (Red Book). See nomination form.

NOMINATION AND SELECTION PROCESS

All interested parties should complete the attached nomination form. You may apply for more than one position. Nominations are due as follows:

- ICT3 and ICT3 T due February 1, 2021 (ICs will be committed for 2 seasons)
- All other positions due March 1, 2021 (Team members will be committed for 1 season)
- The IC’s will select their team members by March 15, 2021

Nominations within the CCIFC dispatch zone should be submitted to: **Ashley Powell**

Nominations within the RIFC dispatch zone should be submitted to: **Noni Dalton**

For additional information about the Southern Utah Type 3 IMTs refer to the Program Guidance. RIFC page at https://gacc.nifc.gov/gbcc/dispatch/ut-rfc/OPS_IMT3_SOP.pdf

Questions may be directed to any Color Country or Central Utah FMO.

Nomination for Southern Utah Type 3 Incident Management Team

Name: _____ Agency: _____ Duty Station: _____

Phone: Wk _____ cell _____ Hm _____ email: _____

Mark any of the following that you wish to be considered for:

Primary: Your choice for a primary position on the team. If you have more than one primary position you are interested in, list them in priority order. If you are a member of a type 1 or 2 IMT please only apply as an alternate.

Primary Alternate: Any positions that you would be willing to be an alternate for in case the regular team member cannot make that call out period. Mark all positions you would be willing to be an alternate for.

Trainee: Your choice of positions that you would like to be a trainee for. If you have more than one position you are interested in, list them in priority order.

Position	REDBOOK Standards (<i>Central Utah Recommendations</i>)	Primary	Primary Alternate	Trainee
IC	ICT3			
Operations*	OPS3			
Division	SRB (<i>Recommend TFLD</i>)			
Safety	SOFR			
Logistics	LSC3			
Plans	PSC3			
Finance	FSC3			
Information	Knowledge of job (<i>Recommend PIOF</i>)			
Non-REDBOOK Positions				
Line EMT	EMTF			
Medical	MEDL			
GIS	Knowledge of job (<i>Recommend GISS</i>)			
Aviation Liaison	Knowledge of job (<i>Recommend AOBD or ASGS</i>)			

**The Operations trainee can be a DIVS T or ICT3 T*

List of ROSS qualifications pertinent to position being applied for:

If you are on a Type 1 or 2 Team, please list the team and position: _____

CCIFC: Email nomination form to Ashley Powell: ahuttonpowell@blm.gov

RIFC: Email nomination form to Noni Dalton: ndalton@blm.gov

Nominee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Appendix B: IMT3 Roster and Applicant Information Template

Refer to excel spreadsheet